

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 65-94

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Subject:

DATE: 04/21/89

Sunset Review:

UNIFORM REGULATIONS AND DRESS CODE

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1. PURPOSE. The purpose of this directive is to establish the requirement that these uniforms are in the best interest of the Government; to prescribe regulations for the wearing of uniforms for certain members of the Federal Law Enforcement Training Center (FLETC) staff; and to set forth allowances for uniforms.
2. SCOPE. The provisions of this directive apply to all personnel of the FLETC including reimbursable and non-reimbursable detailed staff members.
3. CANCELLATION. FLETC Directive No. 65-94, Uniform Regulation and Dress Code, dated July 25, 1986.
4. REFERENCE. Federal Employees Uniform Allowance Act of 1954, as amended (5 U.S.C. 5901-5903).
5. POLICY.
  - a. It is the policy of the Center that for the purposes of identification, safety, esprit de corps, and professionalism, prescribed uniforms will be worn by personnel in the performance of official duties as specified in Attachments 1-6 which identify in detail the prescribed uniforms, the personnel required to wear the uniforms, and the daily and seasonal wearing of the uniforms.
  - b. Uniforms which bear the FLETC designation or insignia are not to be worn off the facility except: while proceeding between one's place of residence and the Center, or temporary duty station, or while attending authorized FLETC functions. Uniforms may be worn off the facility during brief stops for personal business, but not for extended social functions. Instructional staff are required to wear prescribed uniforms for all classroom sessions and practical exercises. The prescribed classroom/dress uniform is the blazer and dress slacks/skirt uniform described in Attachment 1. The prescribed practical exercise uniform is described in Attachment 2. Specialized staff utility, athletic trainer, recreation specialist and nurses uniforms are described in attachments 3 through 6. If instructors are involved in a practical exercise at any time during the day, they may wear either the practical exercise uniform or their regular uniform during classroom instruction.
  - c. During the period May 1 - September 30, and any occasion of abnormal climatic condition, the prescribed classroom uniform blazer and tie are not required, but

may be worn. Uniform slacks, light blue or white dress shirt, and bullion are required. However, with appropriate notice, the blazer and tie may be prescribed by the appropriate Assistant Director.

d. Those staff members not required to wear a prescribed uniform will be expected to dress appropriately to project a professional image for their respective work situations. During the period May 1 - September 30, the customary dress standard of coat and tie for male employees will be relaxed to permit the removal of coats and ties for most daily activities. However, coats and ties will continue to be required during meetings involving personnel external to the Center.

6. UNIFORM ALLOWANCES. The Center's FY-88 appropriation provided funds for uniform allowances separate from that authorized in 5 U.S.C. 5901-5903. The Director has determined that a \$350 initial uniform allowance and a \$150 annual maintenance allowance be provided for those persons identified in Attachments 1 - 6 of this directive.

Uniform requirements and allowances will be reviewed annually by the Director and Executive Staff. Changes in the type of uniform required and the amount of an allowance shall be approved by the Director before an attachment is revised.

All personnel authorized to wear a uniform are required to maintain a minimum wardrobe of uniforms in presentable condition and available at all times for the performance of their assigned duties.

7. PAYMENT OF UNIFORM ALLOWANCES. A Public Voucher for Purchases and Services Other Than Personal (SF 1034) should be prepared and submitted to the Financial Operations for processing the payment. The voucher will reference this directive as authority for payment and will include the following information.

- a. Type of uniform allowance (e.g., instructor, nurse, etc.).
- b. Period covered by allowance.
- c. Employee's name, official title, and activity to which attached.

Payment to more than one person may be authorized on the same voucher by inserting the word "various" in the payee space and listing each payee in the articles or services block of the voucher, or on an attached listing. Attachment 7 reflects a sample voucher. Payment will be made by check.

The purpose of the initial and maintenance allowance is to help pay the cost of the uniform and its replacement. The allowance is NOT considered as pay, salary, or compensation. Retirement, FICA, and income tax deductions are not made from the allowance. The first maintenance allowance is due one year after the effective date of the initial allowance. The initial allowance is effective on the date the employee is placed in a position requiring the wearing of a uniform. The policy on initial allowance is prospective from the effective date of this Directive, not retroactive.

When a uniform costs more than the specified allowance, the difference between the cost of the uniform and the amount of the allowance is borne by the employee.

8. UNIFORM ISSUANCE. The Uniform Issue Section, Property Management Division, will stock and issue the Instructor practical exercise uniform described in Attachment 2 (except belts and footwear) and the Staff utility uniform described in Attachment 3. Personnel detailed for a period of less than one year will receive the quantity of uniforms appropriate to the season and length of assignment. When uniform items become worn out, they must be returned to the Uniform Issue office for survey, and a replacement item will be issued.

All requests for staff uniforms from the Uniform Issue Section must be submitted on form number FTC-ADM-532 (3/89) for Instructor P. E. uniforms, or on FTC-ADM-536 (3/89) for Support Staff utility uniforms. The appropriate Division Chief (or Assistant Division Chief) must complete the Authorization block in the upper right corner, stating the items and quantities to be issued, following the guidelines of this directive. (See Attachments 2, 3, and 8.)

9. RECOVERY OF UNIFORMS AND UNIFORM ALLOWANCES.

a. Uniforms. All uniforms received from the Uniform Issue Section are the property of the Government and must be returned to the Uniform Issue office when no longer required in the performance of assigned duties, or when the employee is terminating his/her employment/assignment with the Center.

b. Uniform Allowance. Any employee/detailee who departs the Center, or who is no longer required to wear a uniform, within the year's time for which the uniform allowance was paid shall be required to reimburse the Center for the unearned portion of the allowance. Financial Operations will assess the amount of reimbursement required, using a quarterly basis, and has the option of waiving repayment for the last quarter of the year. Personnel Division will report to Financial Operations any change in status of personnel listed in Paragraph 2 which would affect their uniform allowance.

10. EFFECTIVE DATE. This directive will become effective on May 1, 1989. Issuance of government furnished items will be scheduled upon receipt of the item(s).

11. OFFICE OF PRIMARY INTEREST. Management Analysis Division, Office of Administration.

Charles F. Rinkevich  
Director

Attachments (8) (1-6 below; 7 & 8 available from the Management Analysis Division)

CENTER DRESS UNIFORMPRESCRIBED DRESS UNIFORM:

<u>Items</u>	<u>Approximate Cost</u>	<u>Suggested Quantities</u>
Blazer Jacket, Navy Blue, with FLETC Bullion on left breast pocket	\$ 106.00	2
Dress Slacks, Cambridge Gray (Tan during summer season), OR, Dress Skirt or Slacks for female staff, Cambridge Gray (Tan during summer season)	30.00	4
Dress Shirt, Light Blue or White, long or short sleeve as desired, or	N/A	5
Tailored Blouse, Light Blue or White for female staff	N/A	5
Necktie (Feminine style for females)	N/A	2

One Outfit: \$136.00

Suggested Wardrobe: \$332.00

PERSONNEL INCLUDED/ALLOCATION:

All Director's Office Staff except Secretaries/One Uniform  
 All Assistant Directors/One Uniform  
 Deputy Assistant Director (Administration)/One Uniform  
 All Training Division Chiefs and Assistant Division Chiefs OGT & OST/Full  
 Wardrobe  
 All Program Managers and Program Specialists/Full Wardrobe  
 All Instructors (OGT and CED)/Full Wardrobe. All others/One Uniform  
 Training Technicians Glynco/Full Wardrobe  
 Training Technician MO/One Uniform  
 Athletic Trainers/One Uniform  
 Physiologist/Full Wardrobe  
 Special Assistants OGT and OST/One Uniform  
 Safety Manager/One Uniform  
 Safety and Security Specialists/Full Wardrobe  
 Chief, Media Support Division/One Uniform  
 Cashier, Financial Operations/One Uniform

DESCRIPTION OF ITEMS:

ITEM: Blazer Jacket (Mens and Ladies) COLOR: Navy Blue  
FABRIC: 55% Dacron Polyester/45% Wool Blend, Tropical Weight  
FEATURES: Hopsack or Oxford Weave, Notched Lapels, Patch Pockets,  
Center Vent, Two Button  
CARE: Dry Clean  
SEASONAL WEARING TIME: Year Round

ITEM: Dress Slacks (Mens)  
COLOR: Cambridge Gray  
FABRIC: 100% Texturized Polyester  
FEATURES: Belt Loops, Two Reese Back Pockets, Quarter Top Pockets  
CARE: Machine Washable  
SEASONAL WEARING TIME: Autumn, Winter, Spring

ITEM: Dress Slacks (Mens)  
COLOR: Cambridge Gray  
FABRIC: 55% Polyester/45% Wool Blend, Tropical Weight  
FEATURES: Belt Loops, Two Reese Back Pockets, Quarter Top Pockets  
CARE: Dry Clean  
SEASONAL WEARING TIME: Autumn, Winter, Spring

ITEM: Dress Slacks (Mens)  
COLOR: Tan  
FABRIC: 100% Polyester, or Wrinkle Resistant Poly/Cotton Blend  
FEATURES: Belt Loops, or Beltless, Two Reese Back Pockets, Quarter Top Pockets  
CARE: Machine Washable.  
SEASONAL WEARING. TIME: Summer

ITEM: Dress Shirt (Mens)  
COLOR: Light Blue, or White  
FABRIC: Broadcloth, or Oxford Cloth  
FEATURES: Spread or Button-Down Collar, Short or Long Sleeves, Seven Button  
Front  
CARE: Machine Washable  
SEASONAL WEARING TIME: Year Round

ITEM: Mens Four-in-hand Tie  
COLOR: That selected by the Center Uniform Tie Committee  
FABRIC: All Polyester, silk, or Polyester/Silk Blend  
FEATURES: Fully Tipped  
CARE: Dry Clean (May spot clean with mild soap/water)  
SEASONAL WEARING TIME: Year Round

ITEM: Dress Skirt  
COLOR: Cambridge Gray

FABRIC: 100% Texturized Polyester  
FEATURES: Business Cut, Banded Waist  
CARE: Machine Washable  
SEASONAL WEARING TIME: Autumn, Winter, Spring

ITEM: Dress Slacks (Ladies)  
COLOR: Cambridge Gray  
FABRIC: 100% Polyester or Poly/Wool Blend  
FEATURES: Banded Waist, Straight Leg, Tailored Cut (Pockets Optional)  
CARE: Machine Washable or Dry Clean  
SEASONAL WEARING TIME: Autumn, Winter, Spring

ITEM: Dress Skirt  
COLOR: Tan  
FABRIC: 100% Polyester, or Wrinkle Resistant Poly/Cotton Blend  
FEATURES: Business Cut, Banded Waist  
CARE: Machine Washable  
SEASONAL WEARING TIME: Summer

ITEM: Dress Slacks (Ladies)  
COLOR: Tan  
FABRIC: 100% Polyester, or Wrinkle Resistant Poly/Cotton Blend  
FEATURES: Banded Waist, Straight Leg, Tailored Cut (Pockets Optional)  
CARE: Machine Washable  
SEASONAL WEARING TIME: Summer

ITEM: Ladies Style Necktie  
COLOR: That selected by the Center Uniform Tie Committee  
FABRIC: All Polyester, silk, or Polyester/Silk Blend  
SEASONAL WEARING TIME: Year Round

ALLOWANCE: Initial allowance: \$350. Annual maintenance: \$150.

PRESCRIBED WEAR: All classroom sessions, practical exercises, and/ or appearances before students, visiting dignitaries, and the general public when representing the Center.

INSTRUCTOR PRACTICAL EXERCISE UNIFORMPRESCRIBED PRACTICAL EXERCISE UNIFORM

<u>Items</u>	<u>Value</u>
Navy Blue Knit Pants	\$ 20.00
Navy Blue Knit Shorts (Optional, but must be worn with white athletic socks)	15.00
Tan Knit Shirt with FLETC Instructor emblem above left breast pocket	12.00
Burgundy Lightweight Nylon Jacket with FLETC Instructor emblem above left breast	16.00
Burgundy Heavyweight Nylon Jacket with FLETC Instructor emblem above left breast	26.00
Burgundy Sweatshirt with FLETC Instructor emblem above left breast	15.00
Burgundy Baseball-type Cap with FLETC Instructor emblem above visor	4.00
Belt, black leather	n/a
Footwear, black	<u>n/a</u>
Cost to Government per Uniform:	\$ 108.00

PERSONNEL INCLUDED:

All Instructors - As necessary for Practical Exercises.

ISSUANCE: Uniforms will be issued as follows:

1. For those required to wear the PE Uniform all duty hours, issuance will be five (5) pair of pants; five (5) knit shirts; one (1) lightweight jacket; one (1) heavyweight jacket; one (1) sweatshirt; one (1) baseball-type cap, and shorts as authorized by the division chief.

2. For those requiring PE Uniforms on an "as needed" basis, clothing will be issued in accordance with instructions from the appropriate division chief.

ISSUE: All items reflecting the FLETC instructor emblem will be obtained from the Center's Uniform Issue office. Items will be issued when the instructor reports for duty, will be turned in for new items on an as needed basis, and will be turned in upon the Instructor's termination/transfer.

PRESCRIBED WEAR: All Practical Exercises.

STAFF UTILITY UNIFORMPRESCRIBED STAFF UTILITY UNIFORM:

<u>Items</u>	<u>Value</u>
Navy Blue Work Pants	\$ 9.00
Navy Blue Short Sleeve Work Shirt with FLETC Staff emblem above left breast pocket	6.50
Navy Blue Long Sleeve Work Shirt with FLETC Staff emblem above left breast pocket	7.50
Navy Blue Baseball-type Cap with FLETC emblem over visor	4.00
Navy Blue Lined Nylon Jacket with FLETC Staff emblem over left breast	<u>16.00</u>
Cost to Government per Uniform:	\$ 43.00

PERSONNEL INCLUDED/PRESCRIBED WEAR:

Building Coordinators, FAC - All duty hours  
 Center Photographer - A11 duty hours  
 Driver Equipment Service, DMD - All duty hours  
 Firearms Equipment Coordinator, Armory Personnel, and Ammunition/Weapons  
 Custodian, FAD - All duty hours  
 Instructors - as needed when performing specialized technical support for  
 training situations  
 Utility Workers, FAC - All duty hours  
 Warehouse Workers, PMD - All duty hours

ALLOWANCE: None. Uniforms will be issued as follows:

1. For those required to wear the Staff Utility Uniform all duty hours, issuance will be five (5) pair of pants; five (5) short sleeve shirts; five (5) long sleeve shirts: one (1) jacket; and one (1) baseball-type cap.

2. For those requiring Staff Utility Uniforms on an "as needed" basis, clothing will be issued in accordance with instructions from the appropriate division chief.



ATHLETIC TRAINER STAFF UNIFORMPRESCRIBED ATHLETIC TRAINER STAFF UNIFORM:

<u>Items</u>	<u>Approximate Cost</u>	<u>Suggested Quantities</u>
Dress Slacks, Cambridge Gray (Tan during summer season), or, Dress Skirt, or slacks, for female staff, Cambridge Gray (Tan during summer season)	\$ 30.00	5
Knit Shirts, White, Short Sleeve, with FLETC staff emblem over left breast	15.00	5
Coach's Jacket, Navy Blue, Nylon lined, with FLETC Staff emblem over left breast	22.00	1
Optional item: Sweater (male/female), "V" Neck, Navy Blue, acrylic, white embroidered Center seal with FLETC beneath over left breast	N/A	1
One Outfit:	\$67.00	
Suggested Wardrobe:		\$247.00

PERSONNEL INCLUDED: Athletic Trainer(s) and Athletic Trainer Intern(s)

<u>ALLOWANCE:</u>	Initial:	Dress Uniform:	\$105.00
		Athletic Trainer Uniform:	<u>245.00</u>
		Total:	\$ 350.00
	Annual Maintenance:		\$ 150.00

PRESCRIBED WEAR: All duty hours.

RECREATION SPECIALIST(S) UNIFORMPRESCRIBED RECREATION SPECIALIST(S) UNIFORM:

<u>Items</u>	<u>Approximate Cost</u>	<u>Suggested Quantities</u>
Knit Slacks, Navy Blue	\$ 30.00	4
Knit Shorts, Navy Blue	15.00	2
Knit Shirt, Powder Blue, short sleeve, with Recreation Specialist stenciled over left breast	14.00	5
Baseball-type Cap, Navy Blue, with FLETC emblem above visor (optional)	5.25	2
Nylon Jacket, Black, Lined with FLETC Staff emblem over left breast	14.00	1
Referee Shirt, Black and White	22.00	2
Coaching Shoes, Black	50.00	2
Optional Item: Sweater (male/female), "V" Neck, Navy Blue, acrylic, White embroidered Center Seal with FTETC beneath over left breast	___ N/A	1
One Outfit:	\$150.25	
Suggested Wardrobe:		\$388.50

ALLOWANCE: Initial allowance: \$350.00  
Annual maintenance allowance: \$150.00

PRESCRIBED WEAR: As appropriate for student activities.

FD 65-94  
Attachment 6

April 21, 1989

CENTER NURSESPRESCRIBED NURSES UNIFORM:

<u>Items</u>	<u>Approximate Cost</u>	<u>Suggested Quantities</u>
Traditional Nurses Uniform, White, Cotton, or other fabric, Dress Style; OR Tunic/Slack Ensemble	\$ 55.00	5
Nurses Cap, the style of which depicts the school from which graduated	5.00	2
Hose, plain white	7.00	5
Shoes, White, Nurses duty type	<u>50.00</u>	1
One Outfit	\$117.00	
Suggested Wardrobe:		\$370.00

PERSONNEL INCLUDED: All Health Units RNs and LPNs.

ALLOWANCE: Initial allowance: \$350.  
Annual maintenance allowance: \$150.

PRESCRIBED WEAR: All duty hours.